



Pre-Installation Checklist

**Arrive InfoPoint™
Pre-Installation
Checklist**

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1. Introduction

1.1 Product Overview

Arrive InfoPoint™ is a very versatile and easy to use application when installed correctly and completely. To enjoy the utilities offered by InfoPoint, ensure you follow the steps listed below:

- Refer to InfoPoint Quick Setup Guide for the initial set-up.
- Conform to all the procedures listed in the Pre-Installation checklist.
- Refer to the Installation Manual, a step up step guidance to the application installation.
- Post installation, verify the administrative privileges on target machines.
- Refer to the InfoPoint User Manual to configure the InfoPoint application.

1.2 Document Scope

This guide is intended to strictly prepare you for a successful installation of Arrive InfoPoint™ Server with Microsoft Exchange integration.

2. System requirements

The following are system requirements for Windows Server 2008 R2.



Note: If minimum system requirements are not met, then application may not behave as expected.

2.1 Hardware requirements

The Hardware requirements varies based on number of InfoPoint devices installed. The table below details the requirements based on the number of InfoPoint devices.

No. of Devices	Processor	RAM	Free Space
Devices <=50	2 GHz 32/64-bit processor	4 GB	40 GB
Devices >50 and <=100	3.0 GHz 32/64-bit processor	8 GB	80 GB
Devices >100	3.5 GHz 32/64-bit processor	8 GB	80 GB

2.2 Software requirements

The table below details the software requirements.

Operating System	MS Windows 2008 Server (32/64 bit)
Web Server	Internet Information Server (IIS)
Framework	.NET Framework 4.0
Application Database	MS SQL 2008 Express (64 bit), MS SQL Server 2008 R2 Enterprise Edition (Recommended for more than 50 InfoPoint devices)
Browser	Internet Explorer 8 and above



Note: Separate machines are required for InfoPoint application server (with distributed deployment) and the database server in a clustered environment (Recommended for more than 50 InfoPoint devices).

3. Prerequisites for MS Exchange integration

Arrive InfoPoint™ is compatible in integration with MS Exchange Server 2007 and 2010 besides its own scheduling engine which can be accessed through web interface or through touch sensitive device placed outside the room.

To enable Arrive InfoPoint™ to integrate with MS Exchange Server, the following prerequisites needs to be observed in a sequence . Each of the sequence is detailed below:



Note: InfoPoint application server shall be in same domain as of Exchange server if the Exchange integration is enabled.

3.1 Creating an impersonated user and associated mailbox

It is required to create a dedicated user and an associated mailbox for the InfoPoint server. The impersonated user referred in the manual is 'infopointadmin'

1. Right-click in the **Exchange Management Console** dialog box and select the **New Mailbox** option.

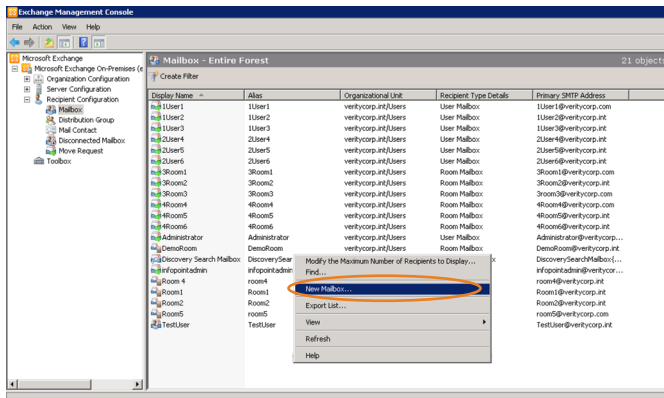


Figure 1: Creating a user mailbox-1

2. Select the **User Mailbox** option in the **New Mailbox** dialog box and click **Next**.

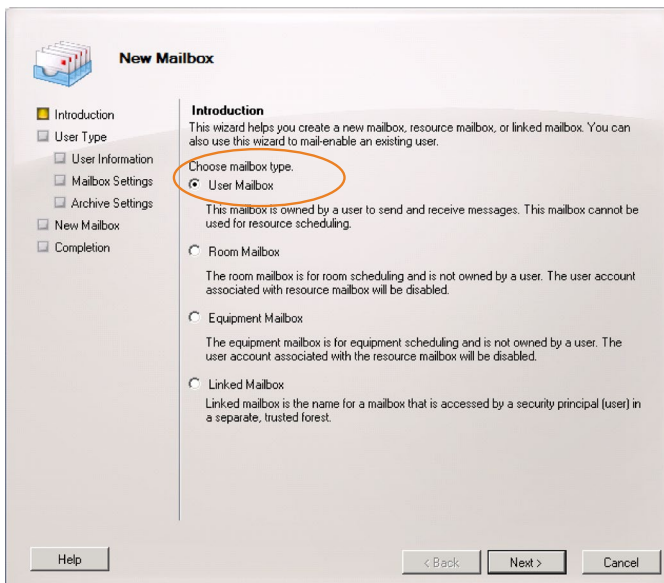



Figure 2: Creating a user mailbox -2

3. Select the **“New user”** option and click **Next**.



New Mailbox


- Introduction
- User Type
 - User Information
 - Mailbox Settings
 - Archive Settings
- New Mailbox
- Completion


User Type

You can create a new user or select existing users for whom you want to create new mailboxes.

Create mailboxes for:

- ☒ New user
- ☐ Existing users:

 Add...



Name	Organizational Unit
------	---------------------

Figure 3: Creating a user mailbox -3

4. Enter the details tabulated below, in the **New Mailbox – User Information** dialog box. Click **Next**.

New Mailbox

☒ Introduction
☒ User Type
☒ **User Information**
☐ Mailbox Settings
☐ Archive Settings
☐ New Mailbox
☐ Completion

User Information
Enter the user name and account information.

☐ Specify the Organizational unit rather than using a default one:

First name: Initials: Last name:

Name:

User logon name (User Principal Name):

User logon name (pre-Windows 2000):

Password: Confirm password:

☒ User must change password at next logon

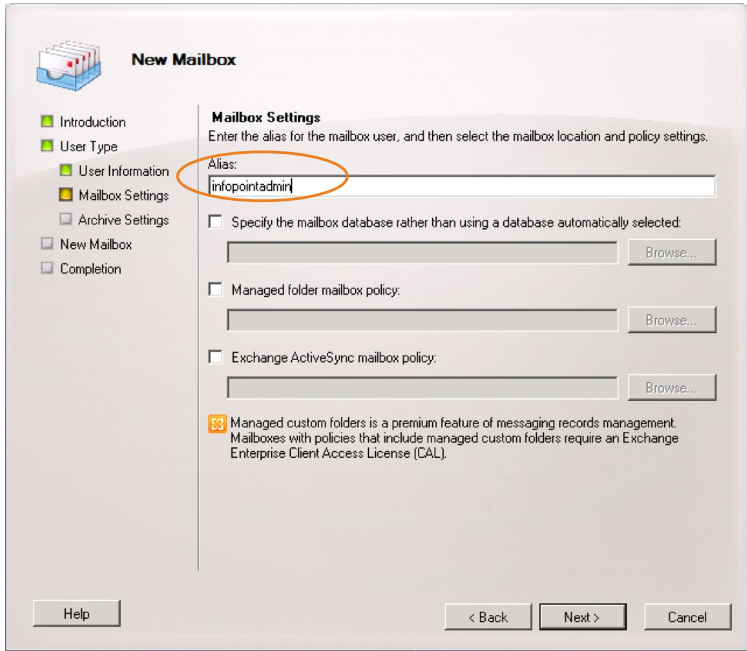
Figure 4: Creating a user mailbox -4

Field	Description
First Name	First name for the user
Initials	Initials for the user
Last Name	Last name for the user
User Logon name (User Principal Name)	Enter a user Login name
User Logon name (pre-Windows 2000)	Enter a user Login name
Password	Enter a password for the user
Confirm Password	Re-enter the password

5. Enter the alias of the mailbox user in the **Alias** field. Click **Next**.



Note: The only valid value is **infopointadmin**.



New Mailbox

- ☒ Introduction
- ☒ User Type
 - ☒ User Information
 - ☒ Mailbox Settings
 - ☐ Archive Settings
- ☐ New Mailbox
- ☐ Completion

Mailbox Settings
Enter the alias for the mailbox user, and then select the mailbox location and policy settings.

Alias:

☐ Specify the mailbox database rather than using a database automatically selected:

☐ Managed folder mailbox policy:

☐ Exchange ActiveSync mailbox policy:


 Managed custom folders is a premium feature of messaging records management. Mailboxes with policies that include managed custom folders require an Exchange Enterprise Client Access License (CAL).

Figure 5: Creating a user mailbox -5

6. Uncheck the “Create an archive mailbox for this account” and click **Next**.

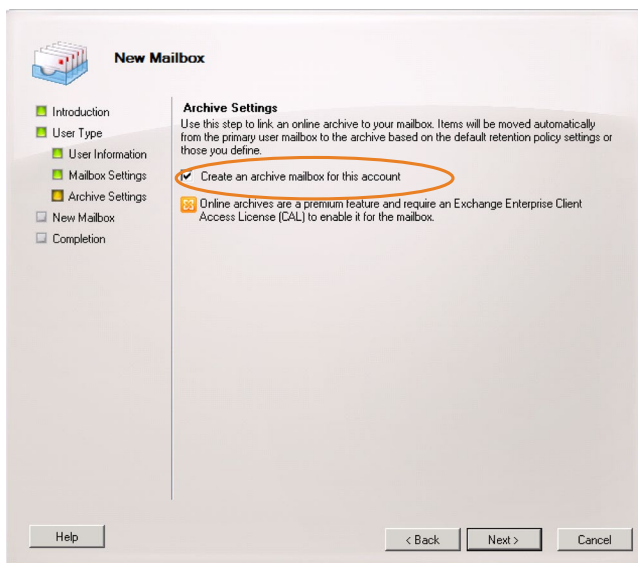


Figure 6: Creating a user mailbox -6

7. Click **New**, after the mailbox details are displayed.

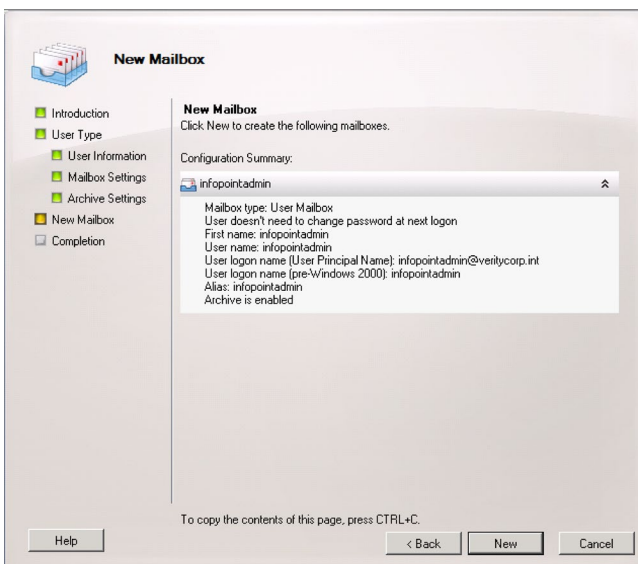


Figure 7: Creating a user mailbox-7

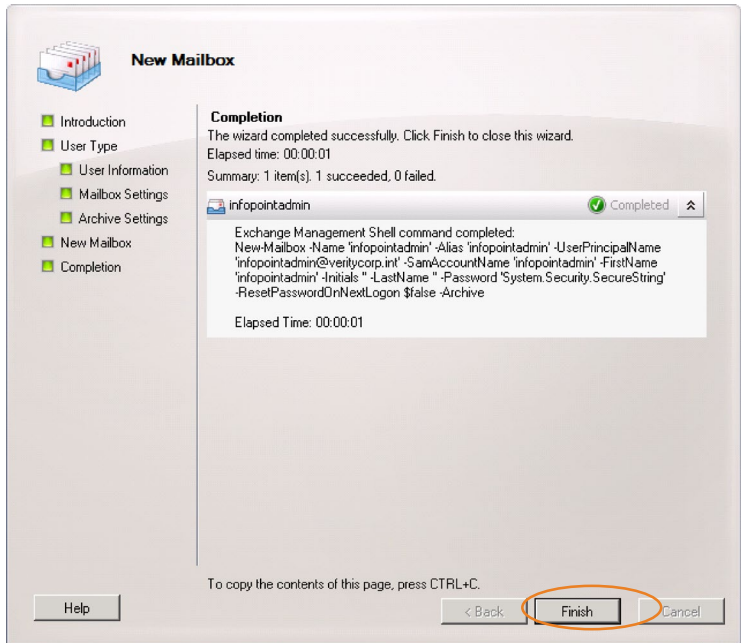


Figure 8: Creating a user mailbox - 8



Note: User **infopointadmin** is displayed in the **Exchange Management Console** dialog box.

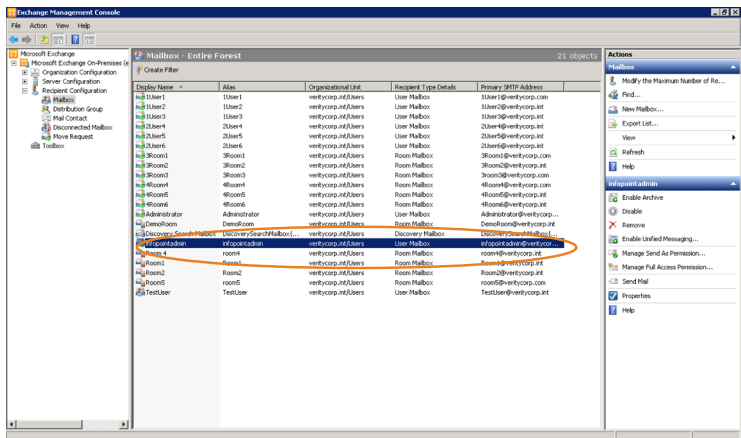


Figure 9: Creating a user mailbox - 9

3.2 Creating a room mailbox for the meeting room

Every meeting room in the exchange server must have mailbox for using the Exchange Management Console.

1. Right-click in the **Exchange Management Console** dialog box. Select **New Mailbox** from the **Recipient Configuration** section.

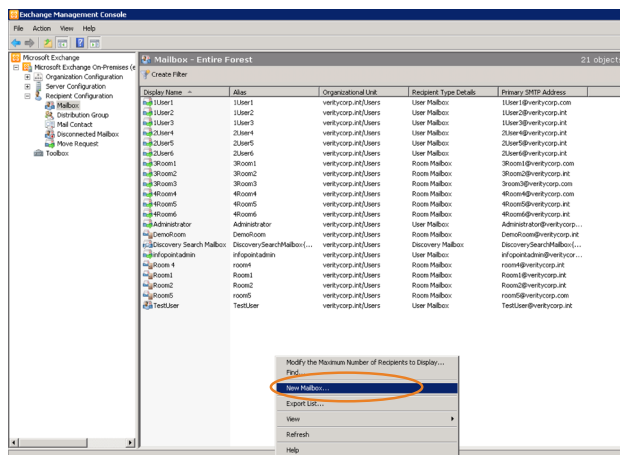


Figure 10: Creating a room mailbox-1

2. Select the **Room Mailbox** option in the **New Mailbox** page. Click **Next**.

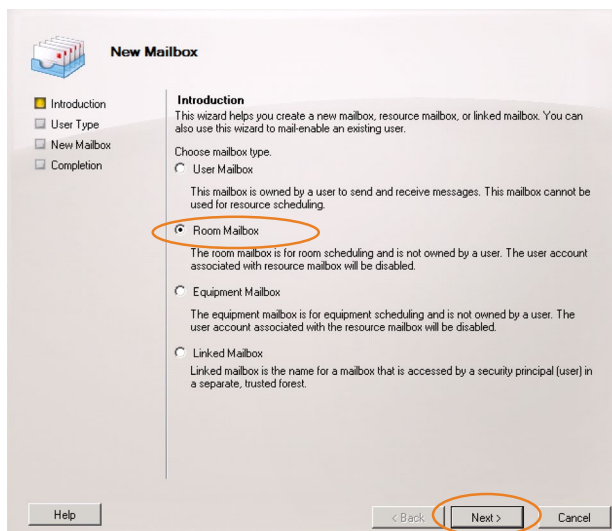
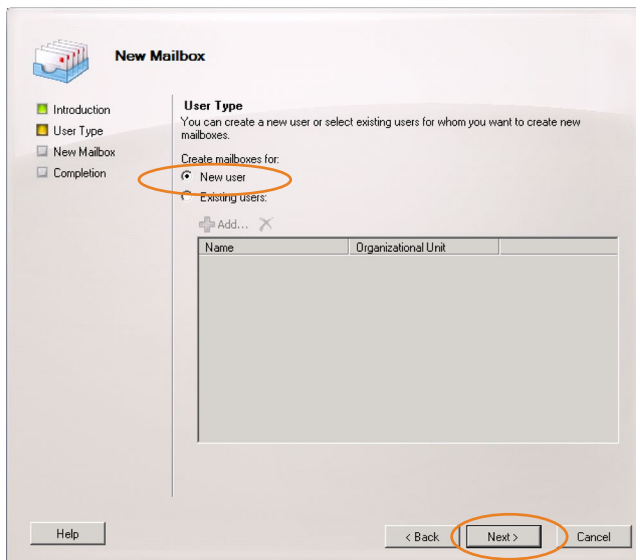


Figure 11: Creating a room mailbox-2

3. Select the **New user** option for User Type, and click **Next**.



New Mailbox

Introduction
User Type
 New Mailbox
 Completion

User Type
 You can create a new user or select existing users for whom you want to create new mailboxes.

Create mailboxes for:
☒ New user
☐ Existing Users:

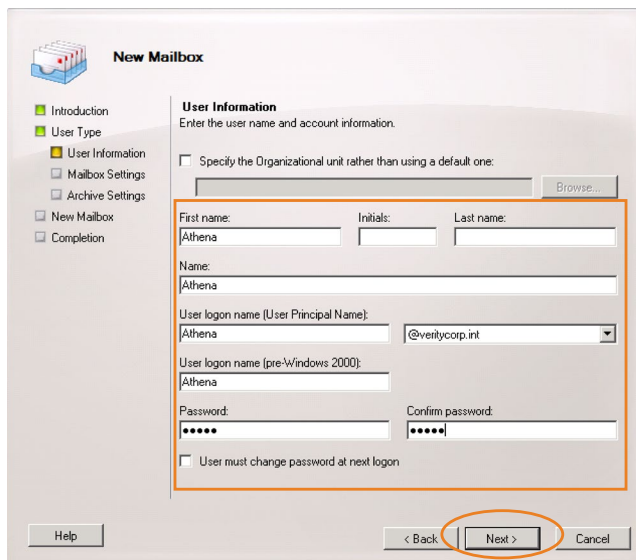
+ Add... - X

Name	Organizational Unit
------	---------------------

Help < Back **Next >** Cancel

Figure 12: Creating a room mailbox-3

4. Enter **Name**, **User logon name**, **Password**, and **Confirm Password** as user information. Click **Next**.



New Mailbox

Introduction
User Type
 User Information
 Mailbox Settings
 Archive Settings
 New Mailbox
 Completion

User Information
 Enter the user name and account information.

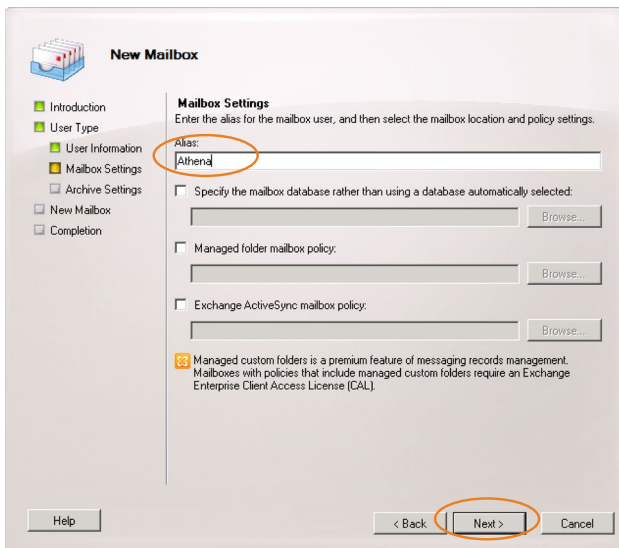
☐ Specify the Organizational unit rather than using a default one:
 Browse...

First name: Athena Initials: Last name:
 Name: Athena
 User logon name (User Principal Name): Athena @veritycorp.int
 User logon name (pre-Windows 2000): Athena
 Password: Confirm password:
☐ User must change password at next logon

Help < Back **Next >** Cancel

Figure 13: Creating a room mailbox-4

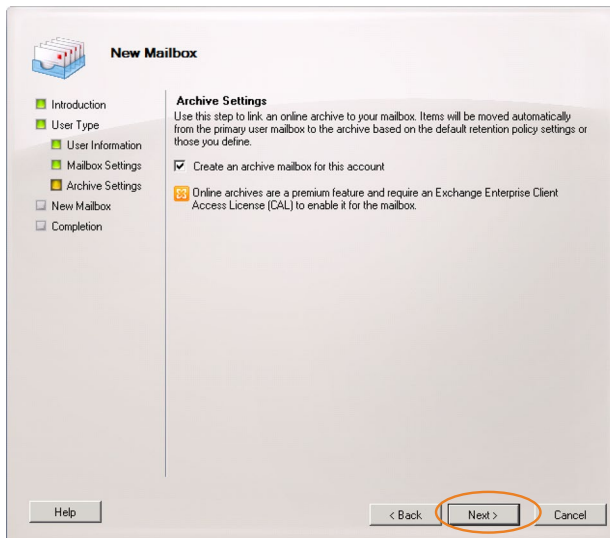
5. Enter the **alias** in the Alias field for the mailbox user. Click **Next**.



The screenshot shows the 'New Mailbox' wizard with the 'Mailbox Settings' step selected in the left-hand navigation pane. The 'Alias' field is highlighted with an orange circle and contains the text 'Athena'. Below the 'Alias' field, there are three unchecked checkboxes: 'Specify the mailbox database rather than using a database automatically selected:', 'Managed folder mailbox policy:', and 'Exchange ActiveSync mailbox policy:'. Each checkbox has a corresponding 'Browse...' button. At the bottom of the window, the 'Next >' button is highlighted with an orange circle. The 'Help' button is on the bottom left, and the '< Back' and 'Cancel' buttons are on the bottom right.

Figure 14: Creating a room mailbox-5

6. Select the **“Create an archive mailbox for this account”** option, in case you need to archive your mailbox. Click **Next**.



The screenshot shows the 'New Mailbox' wizard with the 'Archive Settings' step selected in the left-hand navigation pane. The 'Create an archive mailbox for this account' checkbox is checked. Below it, there is a note: 'Online archives are a premium feature and require an Exchange Enterprise Client Access License (CAL) to enable it for the mailbox.' At the bottom of the window, the 'Next >' button is highlighted with an orange circle. The 'Help' button is on the bottom left, and the '< Back' and 'Cancel' buttons are on the bottom right.

Figure 15: Creating a room mailbox-6

7. View the mailbox **Configuration Summary** details. Click **New**.

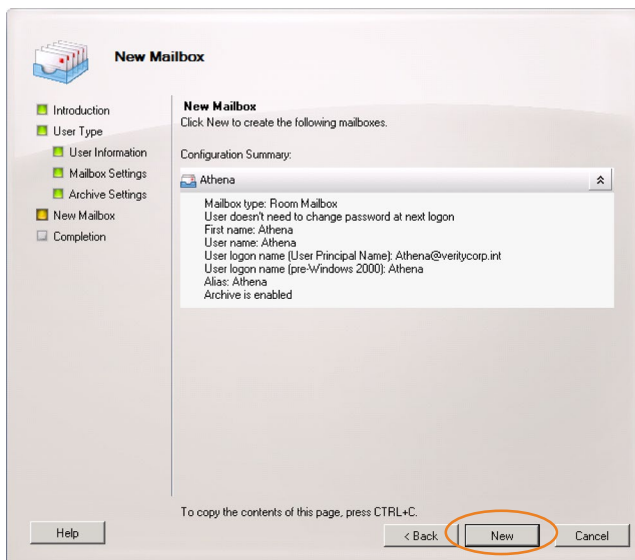


Figure 16: Creating a room mailbox-7

8. View the completion details and click **Finish**.

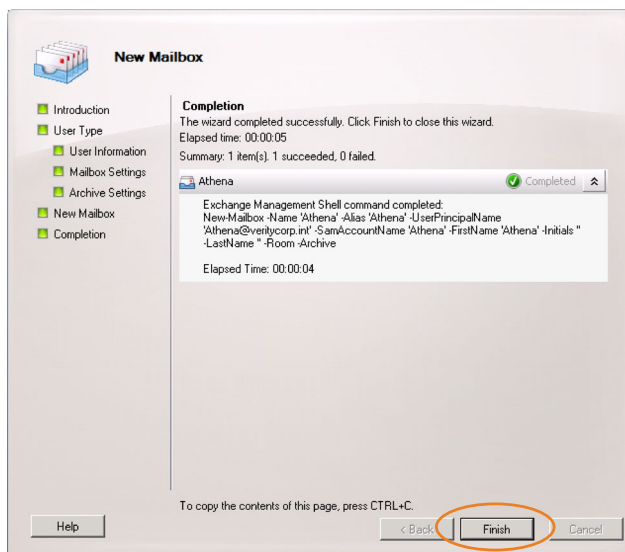


Figure 17: Creating a room mailbox-8

9. Right click on new mailbox , click on **Properties**.

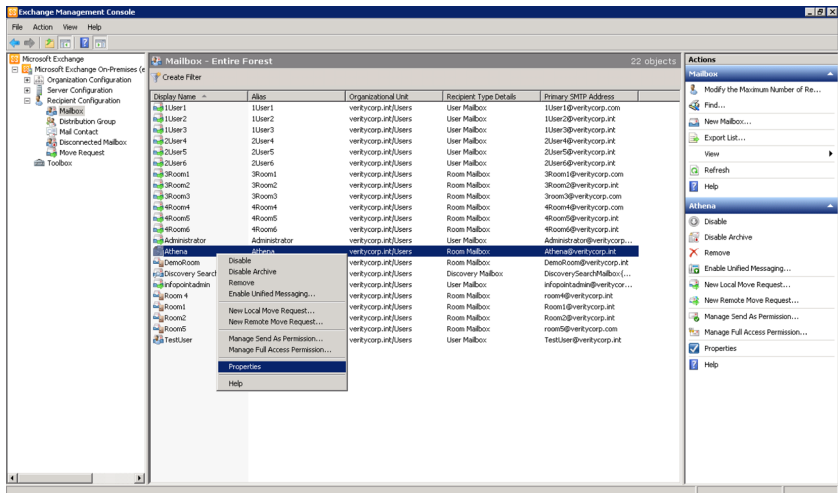


Figure 18: Creating a room mailbox-9

10. Select **Resource Information** tab, check the below displayed options. Click **OK**.

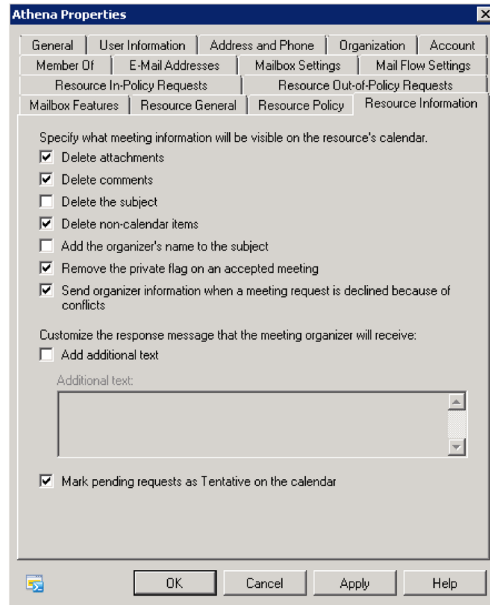


Figure 19: Creating a room mailbox-10

3.3 Configuring impersonation

To perform operations associated with the impersonated account, assign permissions to the impersonated user.

3.3.1 Exchange 2010

1. Click **Exchange Management Shell**, from the **Start** menu.

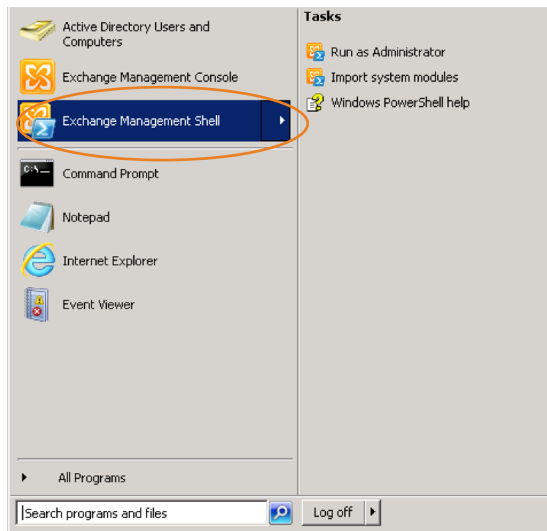


Figure 20: Configuring impersonation on Exchange 2010 -1

2. Check for Impersonation using the command:

Get -ManagementRoleAssignment impersonateAll

If the impersonation exists, the details will be displayed as shown below:

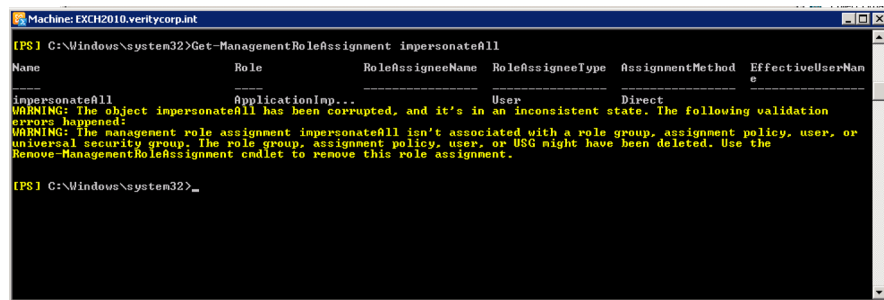
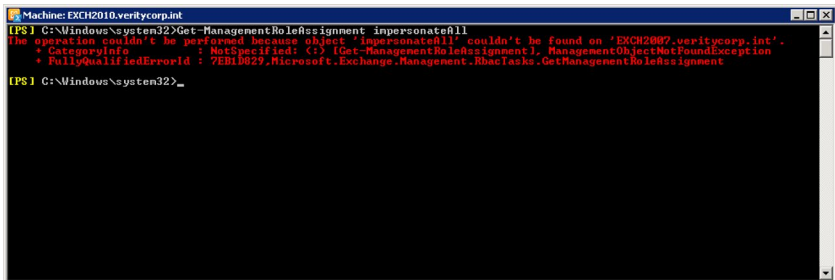


Figure 21: Configuring impersonation on Exchange 2010 -2

If impersonation does not exist, the following error message is displayed:



```

Machine: EXCH2010.veritycorp.int
[PS] C:\Windows\system32>Get-ManagementRoleAssignment impersonateAll
The operation couldn't be performed because object 'impersonateAll' couldn't be found on 'EXCH2007.veritycorp.int'.
+ CategoryInfo          : NotSpecified ( ( ) [Get-ManagementRoleAssignment], ManagementObjectNotFoundException)
+ FullyQualifiedErrorId : 7EB1B029,Microsoft.Exchange.Management.RbacTasks.GetManagementRoleAssignment

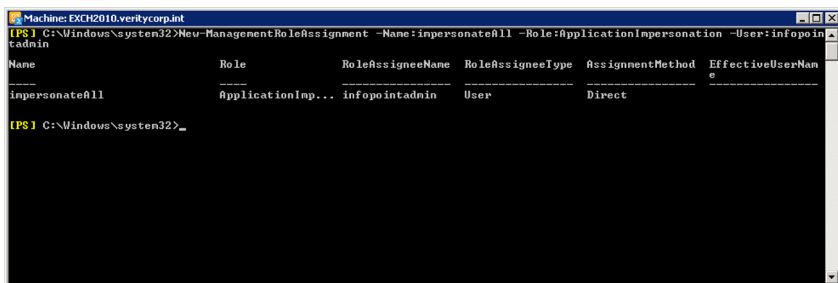
[PS] C:\Windows\system32>_

```

Figure 22: Configuring impersonation on Exchange 2010 -3

- Set the impersonate permissions for the user 'infoportadmin', using the following command:

New-ManagementRoleAssignment -Name: impersonateAll -Role: ApplicationImpersonation -User: infoportadmin



```

Machine: EXCH2010.veritycorp.int
[PS] C:\Windows\system32>New-ManagementRoleAssignment -Name: impersonateAll -Role: ApplicationImpersonation -User: infoportadmin
Name                Role                RoleAssigneeName  RoleAssigneeType  AssignmentMethod  EffectiveUserName
-----                -
impersonateAll      ApplicationImp...  infoportadmin     User              Direct            infoportadmin

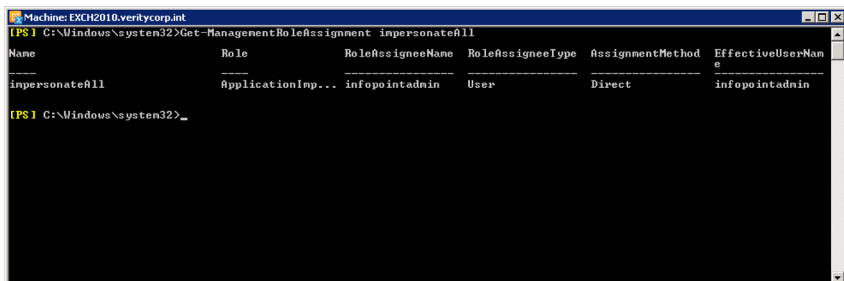
[PS] C:\Windows\system32>_

```

Figure 23: Configuring impersonation on Exchange 2010 -4

- Verify if the command has been executed successfully using the command:

Get-ManagementRoleAssignment impersonateAll



```

Machine: EXCH2010.veritycorp.int
[PS] C:\Windows\system32>Get-ManagementRoleAssignment impersonateAll
Name                Role                RoleAssigneeName  RoleAssigneeType  AssignmentMethod  EffectiveUserName
-----                -
impersonateAll      ApplicationImp...  infoportadmin     User              Direct            infoportadmin

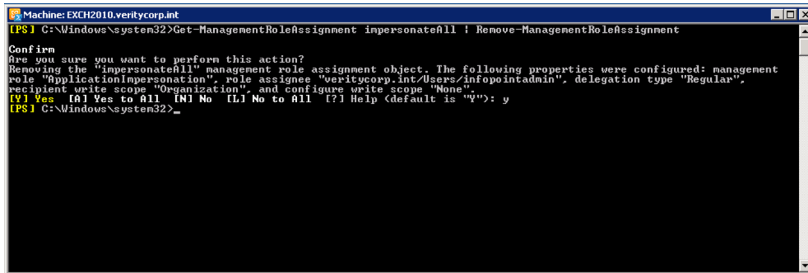
[PS] C:\Windows\system32>_

```

Figure 24: Configuring impersonation on Exchange 2010 -5

- Remove the impersonate permission from user/exchange server (only in case of re-impersonation) using the command:

Get-ManagementRoleAssignment impersonateAll | Remove-ManagementRoleAssignment



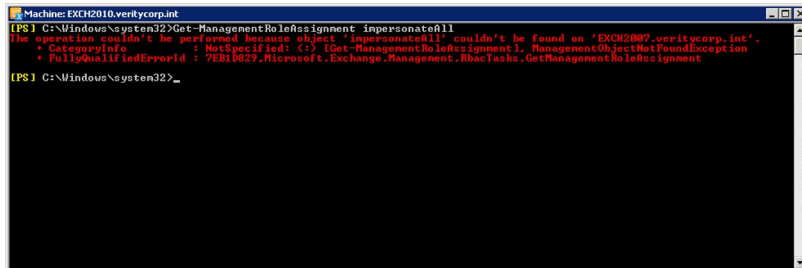
```
Machine: EXCH2010.veritycorp.int
[PS] C:\Windows\system32>Get-ManagementRoleAssignment impersonateAll | Remove-ManagementRoleAssignment

Confirm
Are you sure you want to perform this action?
Removing the "impersonateAll" management role assignment object. The following properties were configured: management
role "ApplicationImpersonation", role assignee "Veritycorp.int/Users/infopointadmin", delegation type "Regular",
recipient write scope "Organization", and configure write scope "None".
[Y] Yes [N] No [A] Yes to All [I] No to All [?] Help (default is "Y"): y
[PS] C:\Windows\system32>_
```

Figure 25: Configuring impersonation on Exchange 2010 -6

- Verify if the impersonation has been removed successfully using the command:

Get-ManagementRoleAssignment impersonateAll



```
Machine: EXCH2010.veritycorp.int
[PS] C:\Windows\system32>Get-ManagementRoleAssignment impersonateAll
The operation couldn't be performed because object "impersonateAll" couldn't be found on 'EXCH2010.veritycorp.int'.
CategoryInfo          : NotSpecified: (:) [Get-ManagementRoleAssignment], ManagementObjectNotFoundException
FullyQualifiedErrorId : 7EB10627,Microsoft.Exchange.Management.RbacTasks.GetManagementRoleAssignment
[PS] C:\Windows\system32>_
```

Figure 26: Configuring impersonation on Exchange 2010 -7

3.3.2 Exchange 2007

1. Click Exchange Management Shell, from the Start menu.

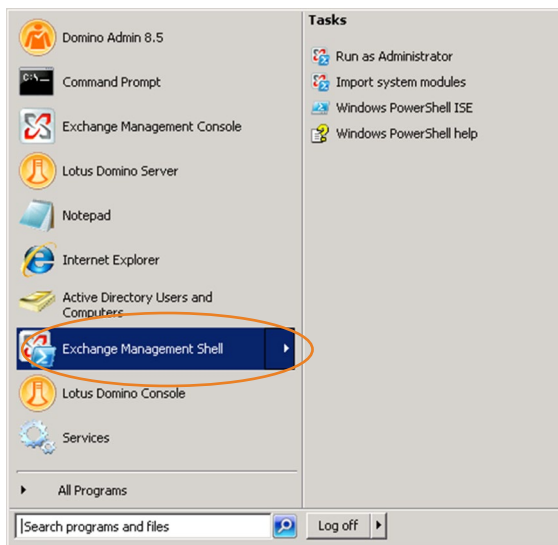


Figure 27: Configuring impersonation on Exchange 2007 -1

2. Check for Impersonation using the command:

Get-MailboxDatabase | ForEach-Object {Get-ADPermission -Identity \$_.DistinguishedName}

If the impersonation exists, the details will be displayed as shown below:

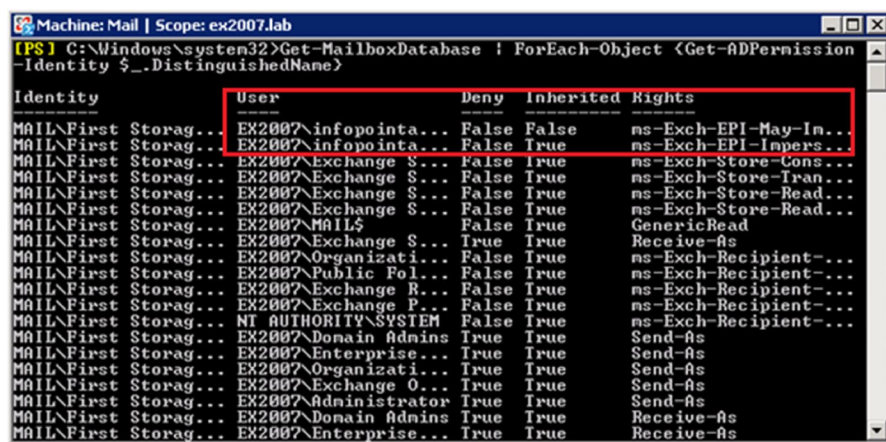


Figure 28: Configuring impersonation on Exchange 2007 - 2

If impersonation does not exist, the following error message is displayed:

Machine: Mail | Scope: ex2007.lab

```
[PS] C:\Windows\system32>Get-MailboxDatabase | ForEach-Object {Get-ADPermission -Identity $_.DistinguishedName}
```

Identity	User	Deny	Inherited	Rights
MAIL\First Storag...	EX2007\Exchange S...	False	True	ms-Exch-Store-Cons...
MAIL\First Storag...	EX2007\Exchange S...	False	True	ms-Exch-Store-Tran...
MAIL\First Storag...	EX2007\Exchange S...	False	True	ms-Exch-Store-Read...
MAIL\First Storag...	EX2007\Exchange S...	False	True	ms-Exch-Store-Read...
MAIL\First Storag...	EX2007\MAIL\$	False	True	GenericRead
MAIL\First Storag...	EX2007\Exchange S...	True	True	Receive-As
MAIL\First Storag...	EX2007\Exchange R...	False	True	ms-Exch-Recipient...
MAIL\First Storag...	EX2007\Exchange P...	False	True	ms-Exch-Recipient...
MAIL\First Storag...	NT AUTHORITY\SYSTEM	False	True	ms-Exch-Recipient...
MAIL\First Storag...	EX2007\Domain Admins	True	True	Send-As
MAIL\First Storag...	EX2007\Enterprise...	True	True	Send-As
MAIL\First Storag...	EX2007\Exchange O...	True	True	Send-As
MAIL\First Storag...	EX2007\Administrator	True	True	Send-As
MAIL\First Storag...	EX2007\Domain Admins	True	True	Receive-As
MAIL\First Storag...	EX2007\Enterprise...	True	True	Receive-As
MAIL\First Storag...	EX2007\Exchange O...	True	True	Receive-As
MAIL\First Storag...	EX2007\Administrator	True	True	Receive-As
MAIL\First Storag...	EX2007\Domain Admins	True	True	ms-Exch-EPI-Impers...
MAIL\First Storag...	EX2007\Schema Admins	True	True	ms-Exch-EPI-Impers...
MAIL\First Storag...	EX2007\Enterprise...	True	True	ms-Exch-EPI-Impers...

Figure 29: Configuring impersonation on Exchange 2007 - 3

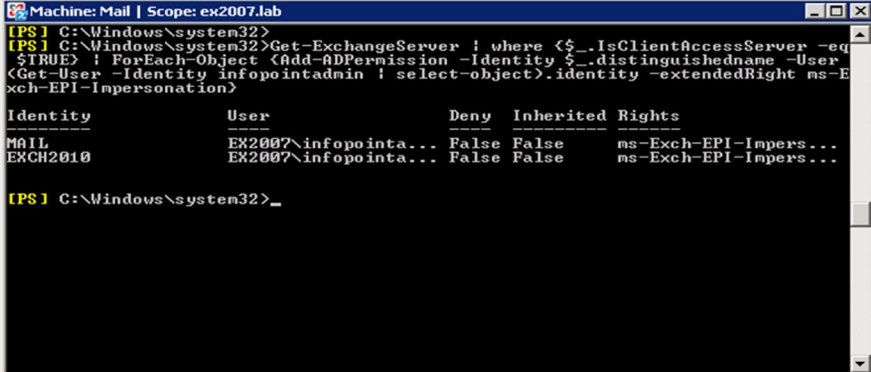
- Set the impersonate permissions for the impersonated user 'infopointadmin', using the following command:

Command: `Get-ExchangeServer | where {$_.IsClientAccessServer -eq $TRUE} | ForEach-Object {Add-ADPermission -Identity $_.distinguishedname -User (Get-User -Identity infopointadmin | select-object).identity -extendedRight ms-Exch-EPI-Impersonation}`

Machine: Mail | Scope: ex2007.lab

```
[PS] C:\Windows\system32>Get-ExchangeServer | where {$_.IsClientAccessServer -eq $TRUE} | ForEach-Object {Add-ADPermission -Identity $_.distinguishedname -User (Get-User -Identity infopointadmin | select-object).identity -extendedRight ms-Exch-EPI-Impersonation}
```

Figure 30: Configuring impersonation on Exchange 2007 - 4



```
Machine: Mail | Scope: ex2007.lab
[PS] C:\Windows\system32>
[PS] C:\Windows\system32>Get-ExchangeServer | where {$_.IsClientAccessServer -eq $TRUE} | ForEach-Object {Add-ADPermission -Identity $_.distinguishedname -User (Get-User -Identity infopointadmin | select-object).identity -extendedRight ms-Exch-EPI-Impersonation}


Identity      User              Deny  Inherited  Rights
-----
MAIL          EX2007\infopointa... False  False     ms-Exch-EPI-Impers...
EXCH2010      EX2007\infopointa... False  False     ms-Exch-EPI-Impers...

[PS] C:\Windows\system32>_
```

Figure 31: Configuring impersonation on Exchange 2007 - 5

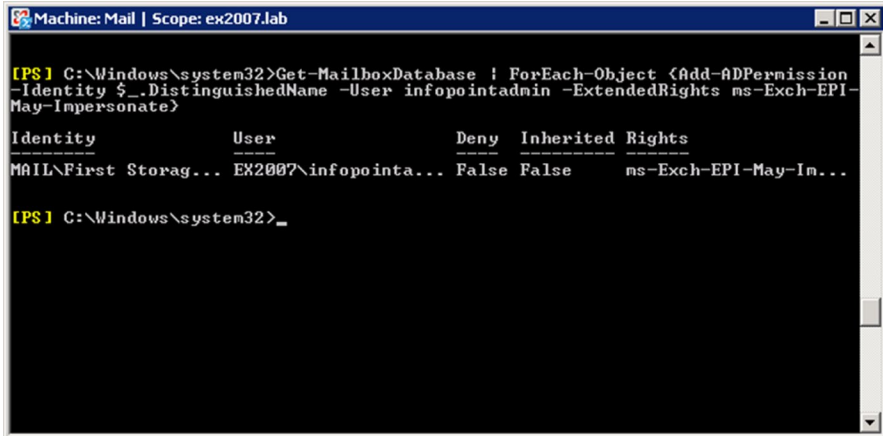
4. Verify if the command has been executed successfully using the command:

Command: `Get-MailboxDatabase | ForEach-Object {Add-ADPermission -Identity $_.DistinguishedName -User infopointadmin -ExtendedRights ms-Exch-EPI-May-Impersonate}`



```
Machine: Mail | Scope: ex2007.lab
[PS] C:\Windows\system32>Get-MailboxDatabase | ForEach-Object {Add-ADPermission -Identity $_.DistinguishedName -User infopointadmin -ExtendedRights ms-Exch-EPI-May-Impersonate}
```

Figure 32: Configuring impersonation on Exchange 2007 - 6



```

[PS] C:\Windows\system32>Get-MailboxDatabase | ForEach-Object {Add-ADPermission
-Identity $_.DistinguishedName -User infopointadmin -ExtendedRights ms-Exch-EPI-
May-Impersonate}

Identity          User              Deny  Inherited  Rights
MAIL\First Storag... EX2007\infopointa... False False    ms-Exch-EPI-May-Im...

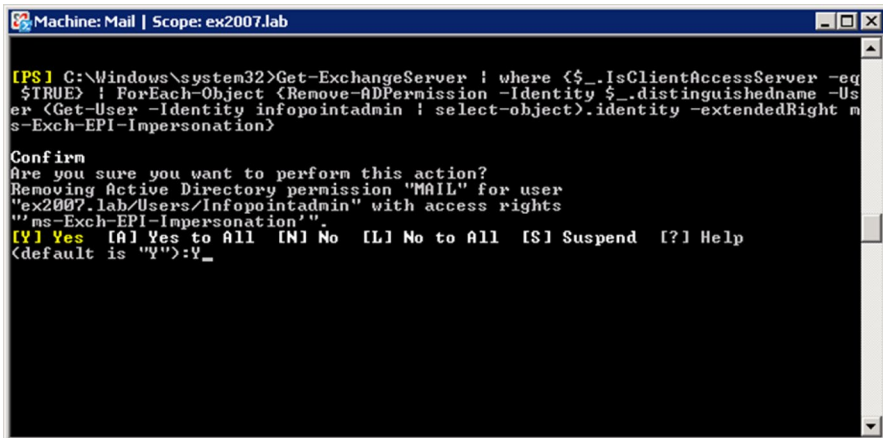
[PS] C:\Windows\system32>_

```

Figure 33: Configuring impersonation on Exchange 2007 - 7

5. Remove the impersonate permission from user/exchange server (only in case of re-impersonation) using the commands. The following commands are mandatory.

Get-ExchangeServer | where {(\$_.IsClientAccessServer -eq \$TRUE)} | ForEach-Object {Remove-ADPermission -Identity \$_.distinguishedname -User (Get-User -Identity infopointadmin | select-object).identity -extendedRight ms-Exch-EPI-Impersonation}



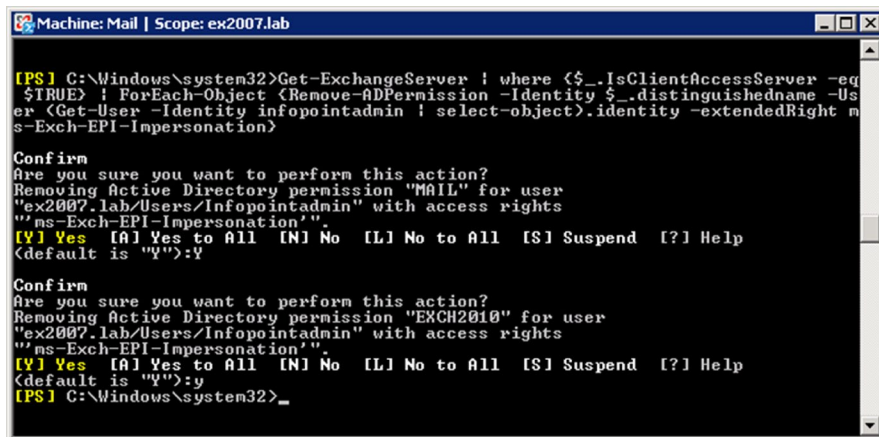
```

[PS] C:\Windows\system32>Get-ExchangeServer | where {($_.IsClientAccessServer -eq
$TRUE)} | ForEach-Object {Remove-ADPermission -Identity $_.distinguishedname -Us
er (Get-User -Identity infopointadmin | select-object).identity -extendedRight m
s-Exch-EPI-Impersonation}

Confirm
Are you sure you want to perform this action?
Removing Active Directory permission "MAIL" for user
"ex2007.lab/Users/Infopointadmin" with access rights
"ms-Exch-EPI-Impersonation"
[Y] Yes [A] Yes to All [N] No [L] No to All [S] Suspend [?] Help
(default is "Y"):Y_

```

Figure 34: Configuring impersonation on Exchange 2007 - 8



```
Machine: Mail | Scope: ex2007.lab

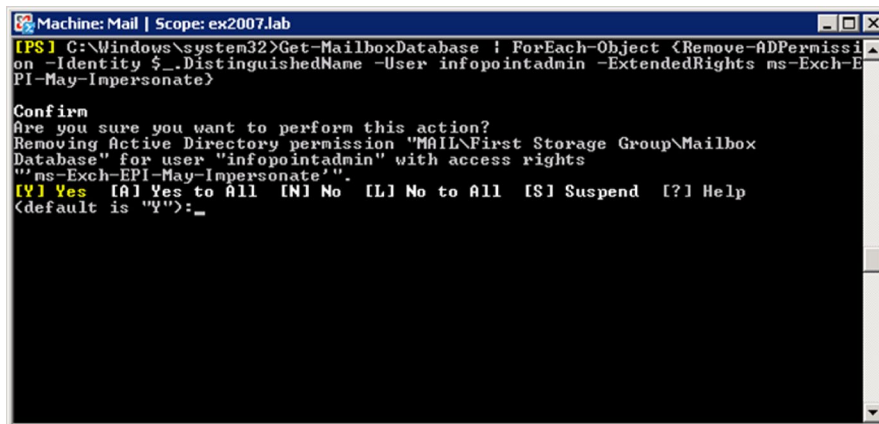
[PS] C:\Windows\system32>Get-ExchangeServer | where {$_.IsClientAccessServer -eq
$TRUE} | ForEach-Object {Remove-ADPermission -Identity $_.distinguishedname -Us
er (Get-User -Identity infopointadmin | select-object).identity -extendedRight
s-Exch-EPI-Impersonation}

Confirm
Are you sure you want to perform this action?
Removing Active Directory permission "MAIL" for user
"ex2007.lab/Users/Infopointadmin" with access rights
"ms-Exch-EPI-Impersonation"
[Y] Yes [A] Yes to All [N] No [L] No to All [S] Suspend [?] Help
(default is "Y"):Y

Confirm
Are you sure you want to perform this action?
Removing Active Directory permission "EXCH2010" for user
"ex2007.lab/Users/Infopointadmin" with access rights
"ms-Exch-EPI-Impersonation"
[Y] Yes [A] Yes to All [N] No [L] No to All [S] Suspend [?] Help
(default is "Y"):y
[PS] C:\Windows\system32>_
```

Figure 35: Configuring impersonation on Exchange 2007 - 9

Get-MailboxDatabase | ForEach-Object {Remove-ADPermission -Identity \$_.DistinguishedName -User infopointadmin -ExtendedRights ms-Exch-EPI-May-Impersonate}



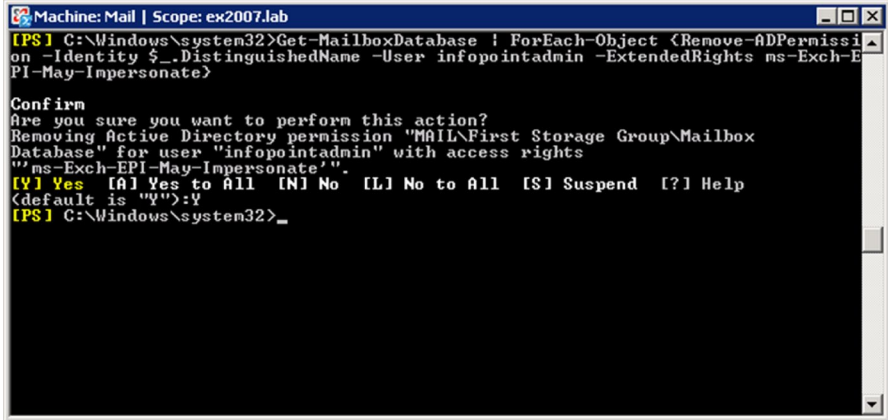
```
Machine: Mail | Scope: ex2007.lab

[PS] C:\Windows\system32>Get-MailboxDatabase | ForEach-Object {Remove-ADPermissi
on -Identity $_.DistinguishedName -User infopointadmin -ExtendedRights ms-Exch-E
PI-May-Impersonate}

Confirm
Are you sure you want to perform this action?
Removing Active Directory permission "MAIL\First Storage Group\Mailbox
Database" for user "infopointadmin" with access rights
"ms-Exch-EPI-May-Impersonate"
[Y] Yes [A] Yes to All [N] No [L] No to All [S] Suspend [?] Help
(default is "Y"):Y

Confirm
Are you sure you want to perform this action?
Removing Active Directory permission "MAIL\First Storage Group\Mailbox
Database" for user "infopointadmin" with access rights
"ms-Exch-EPI-May-Impersonate"
[Y] Yes [A] Yes to All [N] No [L] No to All [S] Suspend [?] Help
(default is "Y"):Y
[PS] C:\Windows\system32>_
```

Figure 36: Configuring impersonation on Exchange 2007 - 10



```
Machine: Mail | Scope: ex2007.lab
[PS] C:\Windows\system32>Get-MailboxDatabase | ForEach-Object {Remove-ADPermission -Identity $_.DistinguishedName -User infopointadmin -ExtendedRights ms-Exch-EPI-May-Impersonate}

Confirm
Are you sure you want to perform this action?
Removing Active Directory permission "MAIL\First Storage Group\Mailbox Database" for user "infopointadmin" with access rights "ms-Exch-EPI-May-Impersonate".
[Y] Yes [A] Yes to All [N] No [L] No to All [S] Suspend [?] Help
(default is "Y"):Y
[PS] C:\Windows\system32>
```

Figure 37: Configuring impersonation on Exchange 2007 -11

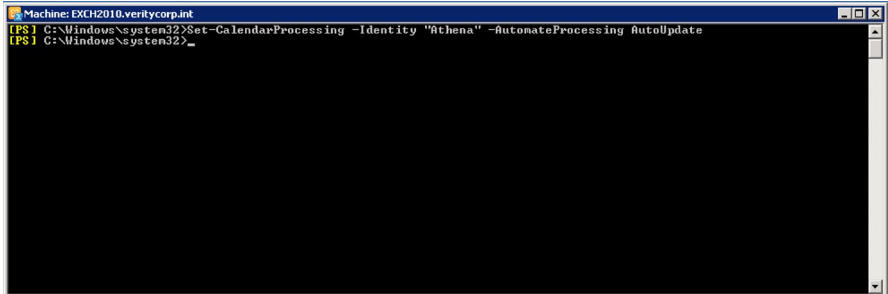
3.4 Setting auto reply for meeting rooms

Set auto reply setting for each meeting room to ensure you receive an email for every reservation made. This prevents meeting conflicts.

3.4.1 Exchange 2010

1. Setup the meeting room to automatically update reservation requests by using the command:

Set-CalendarProcessing -Identity "Your Meeting Room Name" -AutomateProcessing AutoUpdate



```
Machine: EXCH2010.verifycorp.int
[PS] C:\Windows\system32>Set-CalendarProcessing -Identity "Athena" -AutomateProcessing AutoUpdate
[PS] C:\Windows\system32>
```

Figure 38: AutoUpdate

2. Confirm the auto reply settings configured using the command:

Get-CalendarProcessing Meeting Room

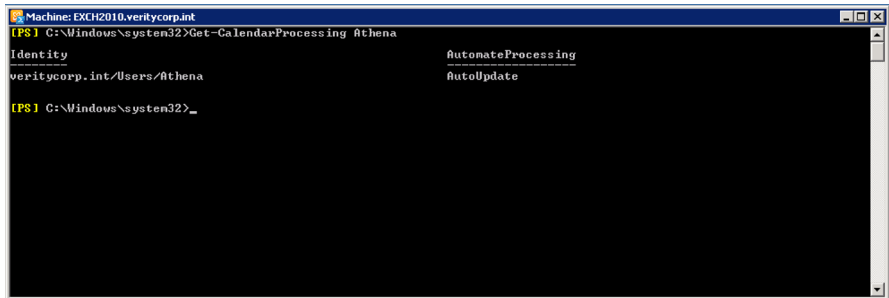


Figure 39: Setting auto update for meeting rooms On Exchange 2010

Figure 40:

3.4.2 Exchange 2007

1. Setup the meeting room to automatically update reservation requests by using the command:

Set-CalendarProcessing -Identity "Your Meeting Room Name" -AutomateProcessing AutoUpdate

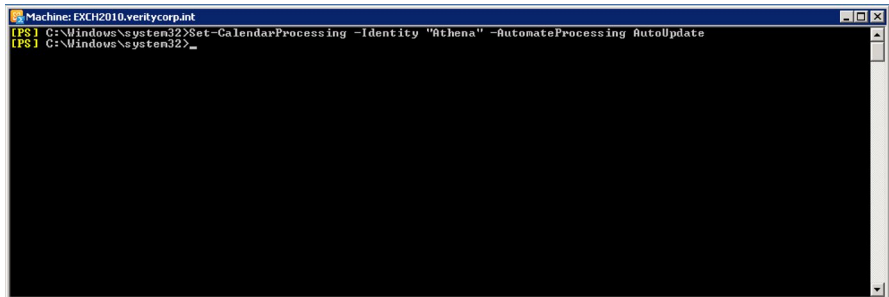


Figure 41: AutoUpdate

2. Confirm the auto reply settings configured using the command:

Get-CalendarProcessing Meeting Room

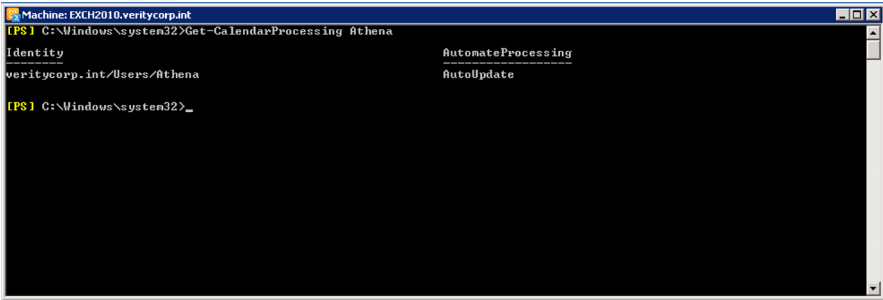


Figure 42: Setting auto update for meeting rooms On Exchange 2007

3.5 Managing permissions for user and rooms

Assign and manage the permissions to configure the MS Outlook profile for each meeting room.

1. Select the created **Room** from the Exchange Management Console, **Right Click** and select **Manage Full access permissions**.

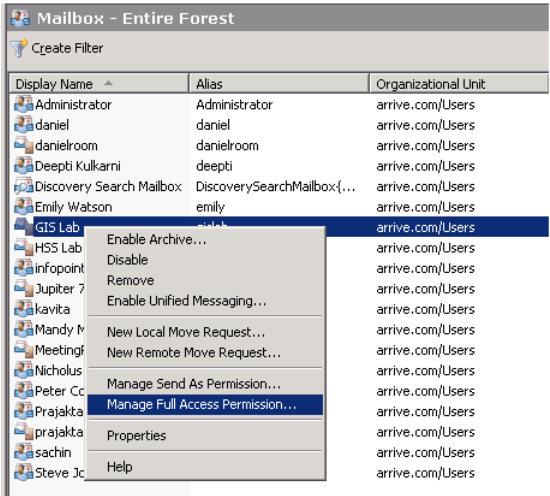


Figure 43: Managing permissions for user and rooms - 1

- Click the **Add** button in the **Manage Full Access Permission** page.

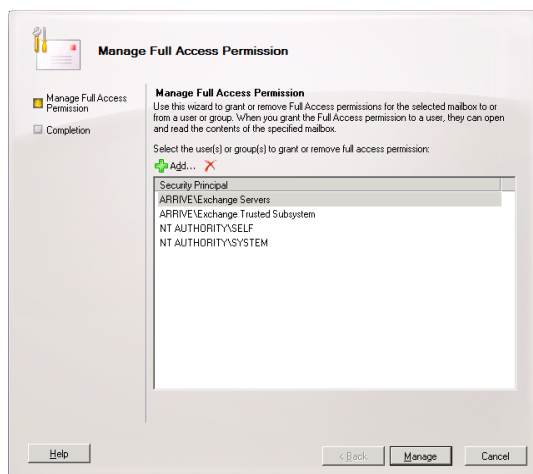


Figure 44: Managing permissions for user and rooms - 2

- Select the user **infopointadmin**, in the **Select User or Group – Entire Forest** dialog box. Click **OK**.

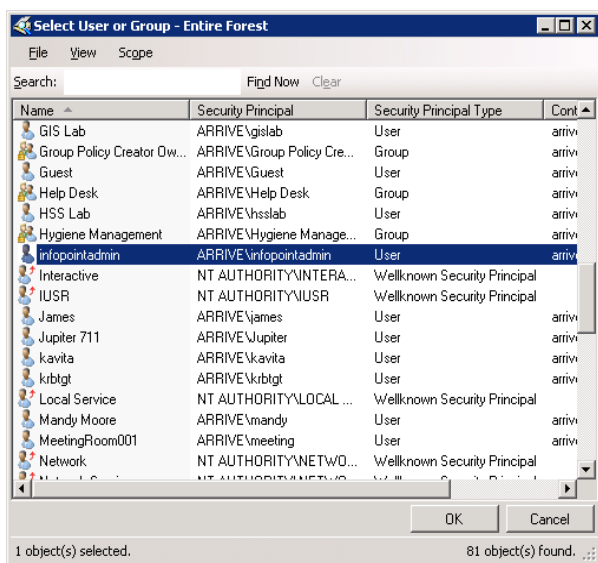


Figure 45: Managing permissions for user and rooms - 3

4. A completion message is displayed. Click **Finish**.

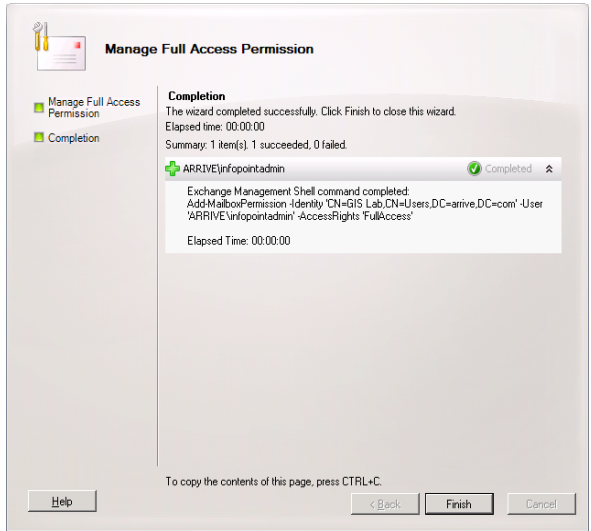


Figure 46: Managing permissions for user and rooms - 4

3.6 Configuring Outlook profile settings for the meeting rooms

1. Log in as an administrator to the Arrive InfoPoint™ server.

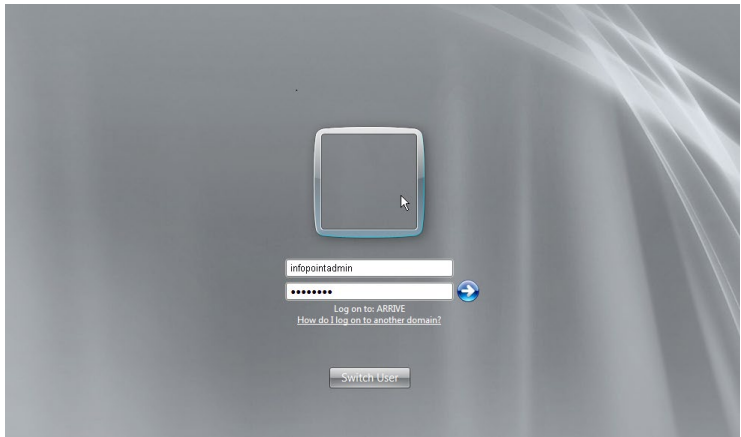


Figure 47: Configuring Outlook profile settings for the meeting rooms -1

2. Open the **Microsoft Office Outlook** application.
3. Configure profile settings for all the meeting rooms from **Control Panel-> Mail-> Mail Setup ->Show Profiles**.



Figure 48: Configuring Outlook profile settings for the meeting rooms -2

4. Create profiles for your meeting rooms; enter profile name in the **Profile Name** field of the **New Profile** dialog box.



Figure 49: Configuring Outlook profile settings for the meeting rooms -3

5. The profile created is displayed.

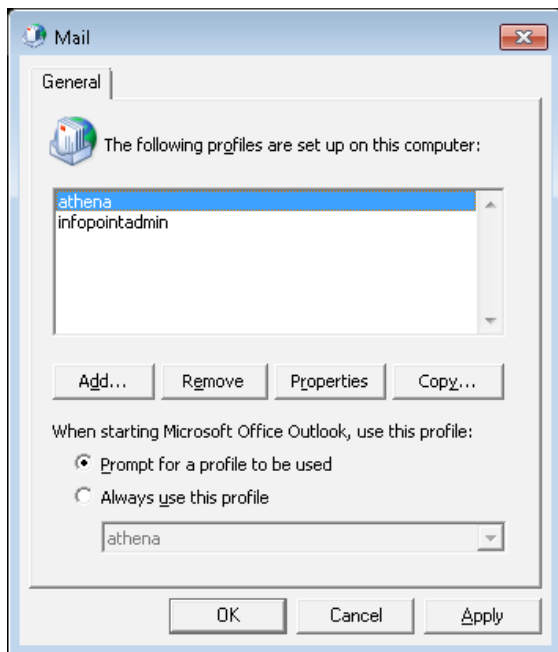


Figure 50: Configuring Outlook profile settings for the meeting rooms -4

6. Open your mail, and in the **Choose Profile** dialog box, select the meeting room profile and click **OK**.



Figure 51: Configuring Outlook profile settings for the meeting rooms -5

7. The chosen mailbox profile is displayed.

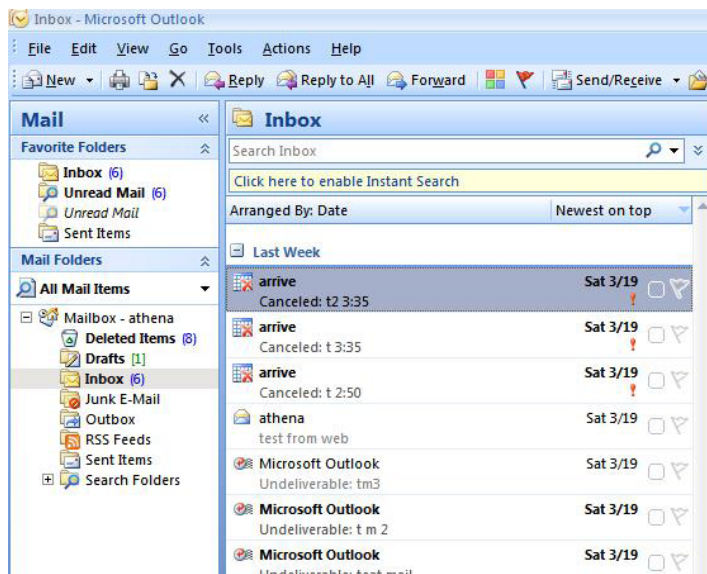


Figure 52: Configuring Outlook profile settings for the meeting rooms -6

8. Click **Tools** and select **Options** from the drop down menu.

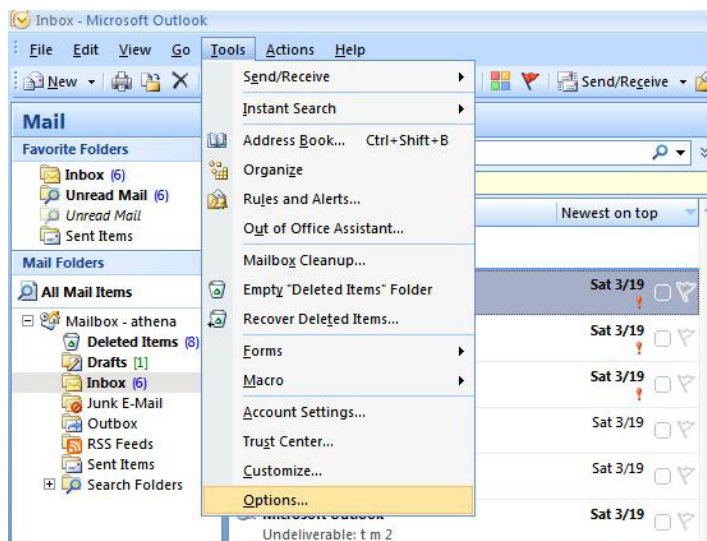


Figure 53: Configuring Outlook profile settings for the meeting rooms -7

9. Click **Calendar Options**.

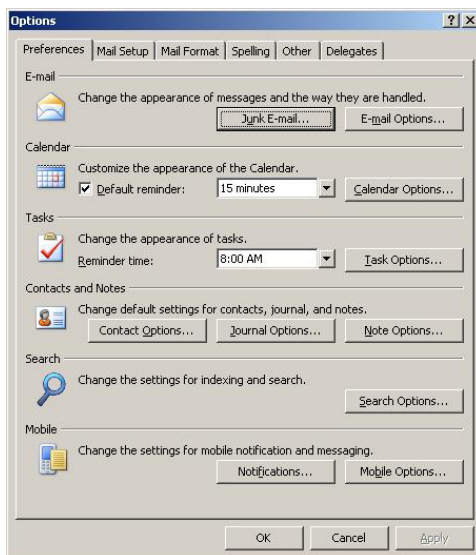


Figure 54: Configuring Outlook profile settings for the meeting rooms -8

10. In the **Calendar Options** dialog box, perform the following tasks:

a) In the **Use this response when you propose new meeting times**, click the drop down menu and select **Accept**.

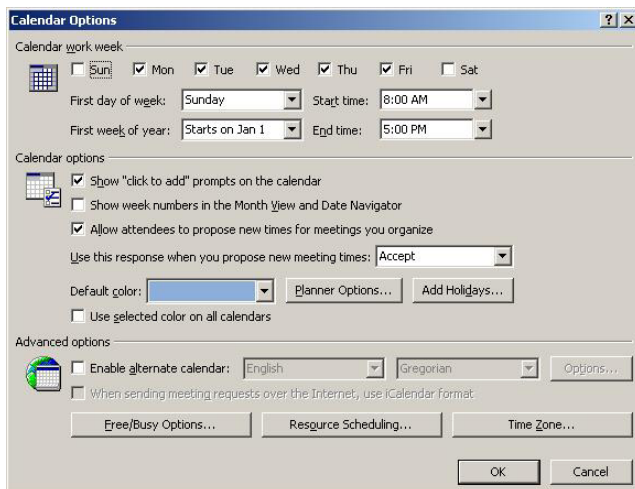


Figure 55: Configuring Outlook profile settings for the meeting rooms -9

b) Click **Free/Busy Options** and select Other **Free/Busy**.

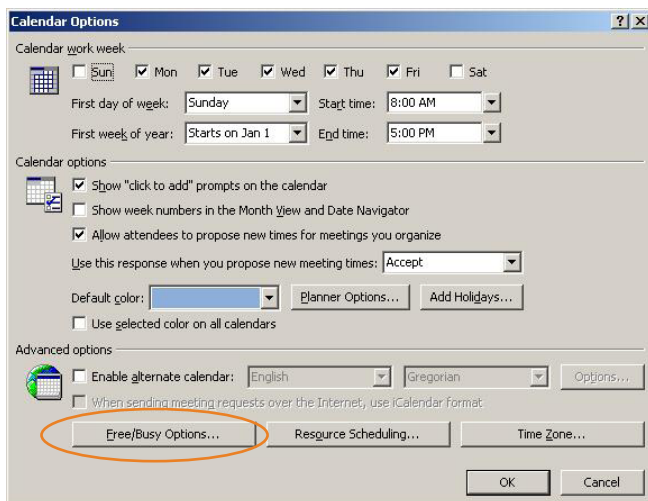


Figure 56: Configuring Outlook profile settings for the meeting rooms -10

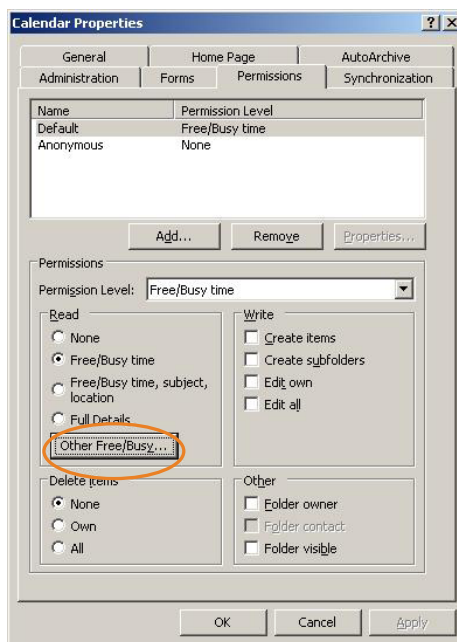


Figure 57: Configuring Outlook profile settings for the meeting rooms -11



Note: Ensure that the value assigned for **Update free/busy** information on the server is 2.

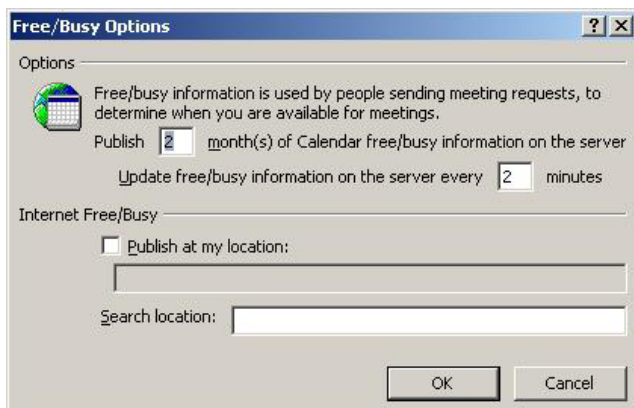


Figure 58: Configuring Outlook profile settings for the meeting rooms -12

c) Click **Resource Scheduling**.

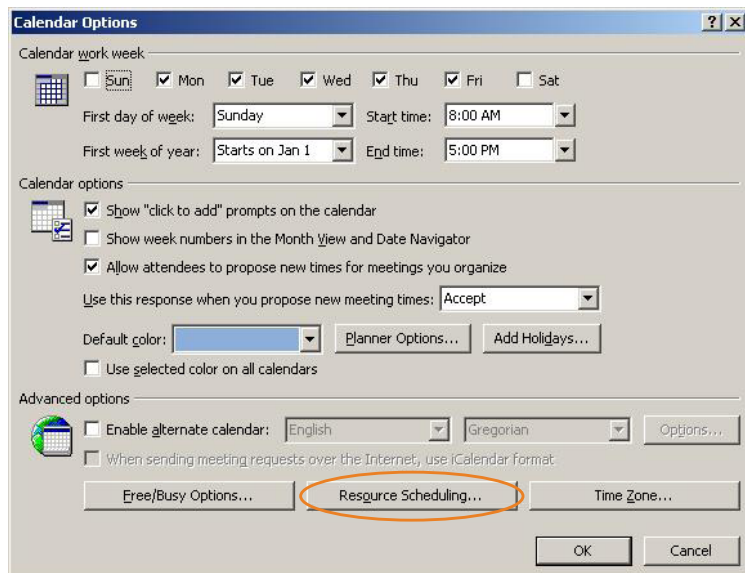


Figure 59: Configuring Outlook profile settings for the meeting rooms -13

Select the check boxes for **Automatically accept meeting requests and process cancellations** and **Automatically decline conflicting meeting requests**. Click **OK** to accept all settings.



Figure 60: Configuring Outlook profile settings for the meeting rooms -14

11. Click **Tools** and select **Options** from the drop down menu.

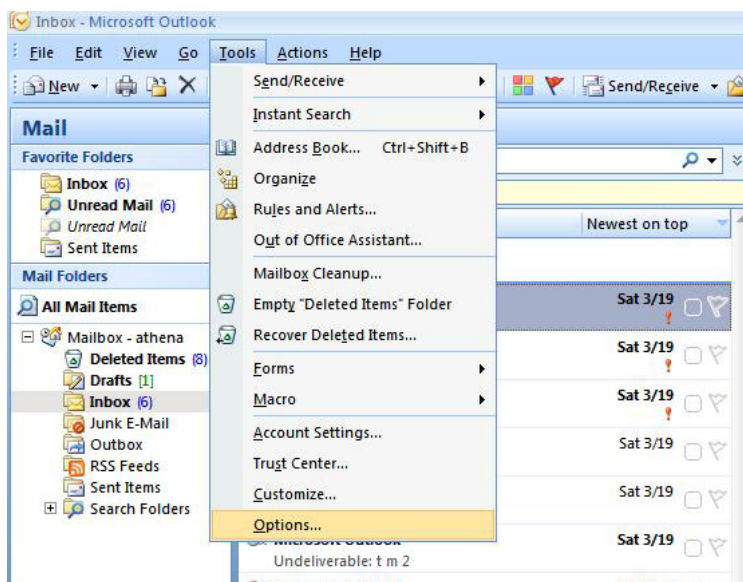


Figure 61: Configuring Outlook profile settings for the meeting rooms -15

a. In **Mail Setup**, click **Send/Receive**.

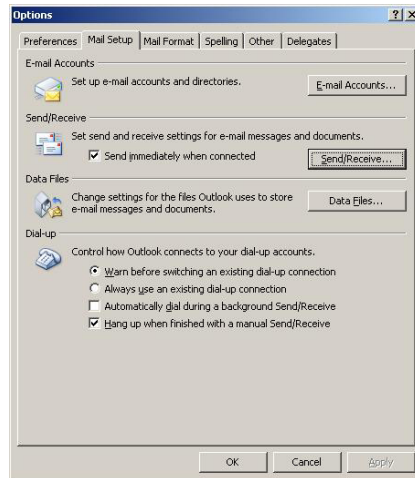


Figure 62: Configuring Outlook profile settings for the meeting rooms -16

b. Select the checkboxes for **Schedule an automatic send/receive** under **Setting for group "All Accounts"** and **When Outlook is Offline** sections and enter the value 2. Click **Close**.

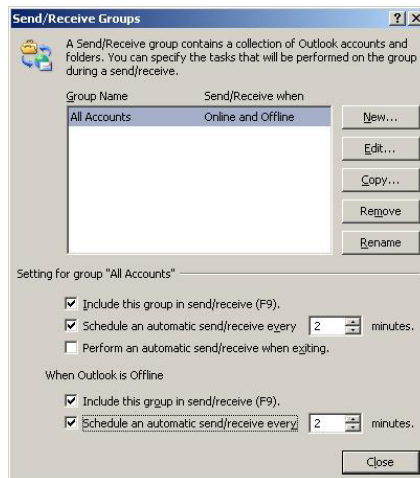


Figure 63: Figure 64: Configuring Outlook profile settings for the meeting rooms -17

Use this section to configure outlook profiles for all the meeting room.

If the above sections are followed completely and correctly, the InfoPoint server can efficiently integrate with exchange server.

4. Warranty

Standard one year limited warranty.

5. Suggestions and Support

Thank You for choosing us to serve you. Your suggestions for Arrive InfoPoint™ are welcome.

Please mail your comments to netsupport@arrivesys.com.

To avail technical support, mail to netsupport@arrivesys.com or join our support email list.

Details for joining our support list are available @ www.arrivesys.com.



www.arrivesys.com

Arrive Systems, Inc.

6737 Katella Ave.
Cypress, CA 90630, USA
Toll Free: +1-800-256-3560 (USA / Canada)
Fax: +1-510-281-7546

Arrive Limited

P.O.Box 17723
Dubai, United Arab Emirates
Tel: +971 4 8819134
Fax: +971 4 8814914

Email: info@arrivesys.com